



CITY OF KINGSLAND, GEORGIA
DOWNTOWN DEVELOPMENT AUTHORITY
MINUTES • SEPTEMBER 20, 2018

Regular Meeting

Kingsland Welcome Center

4:30 PM

PO Box 250, Kingsland, GA 31548

1. CALL TO ORDER

Paul E. Chamberlin	Chairman	
C.B. Yadav	Co-Chairman	
Jolene Andersen	Board Member	
James McClain	Mayor Pro Tem	
Troy Hoper	Board Member	
Jimmy McCollum	Board Member	
Mike Spiers	Board Member	(Absent)
Paula Chamberlin	DDA Manager	

2. ROLL CALL

3. AGENDA AMENDMENTS

No Agenda Amendments

4. APPROVAL OF FINANCIAL REPORT

Financial Report - J. McClain made a motion to approve, T. Hoper 2nd and motion to approve carried unanimously

5. APPROVAL OF MINUTES

Minutes - T. Hoper made a motion to approve, C.B. Yadav 2nd and motion to approve carried unanimously.

6. ORGANIZATION COMMITTEE

1. Main Street Report -

Main Street report was presented to the Board for review.

2. Afterhours Meeting with Business Owners -

Paula Chamberlin advised the board of a Business Owners Meeting to be held at City Hall on October 4th at 5:15pm. This meeting is intended to discuss ideas on how to attract business, concerns in the downtown area and changes that would be beneficial to the downtown businesses. All DDA Board members, City Council and the Mayor are encouraged to attend.

7. DESIGN COMMITTEE

1. Design Ordinance Draft Update -

Paula Chamberlin advised that she is working with Paul Speich in Planning & Zoning on the Design Ordinance format.

T. Hoper suggested taking a look at how the facade grant application is written to avoid awarding grant money to a business that closes soon after the money is disbursed. P. Chamberlin will talk to legal about the possibility of creating stronger guidelines.

2. Downtown Banner -

Replacement of downtown banners is in the works but seeking design ideas for banners for each season so they can be changed instead of staying up year round. Several banner companies have been researched but a company in Blackshear has a great reputation, the best prices and a great product.

8. PROMOTIONS COMMITTEE

1. Royal District Market Update -

Lori Hoper not present to provide Market update. T. Hoper mentioned that Camden Party Rentals is still parking their company vehicles in the Depot parking lot during Royal District Market hours on Saturday. P. Chamberlin advised that he would get with the city manager to have No Overnight Parking Signs installed on the property.

2. Catfish Festival Update -

Paula Chamberlin provided an update regarding the Kingsland Catfish Festival to include ways of advertising the event. The Catfish Festival Planning committee decided as additional ways to get the word out about the festival, it was suggested to advertise on the large billboard at Hwy. 40 and Kings Bay Road, to include festival information in church bulletins, and to stamp the festival information on the outside of the Kingsland and St. Marys November water bill. CB suggested inserting a flyer in grocery bags at the supermarkets. To date, 44 vendors have submitted applications, Coastal Counseling is sponsoring the 5K run, Knights of Columbus is sponsoring the catfish dinners and the Kingsland Lions Club is sponsoring the Pancake Breakfast. Tony Cobb updated the Board about entertainment and the headliner Sister Hazel. A decision needs to be made regarding fees for the Royal Market District vendors.

9. ECONOMIC DEVELOPMENT/RESTRUCTURING COMMITTEE

1. 2351 : DDA Boundary Expansion Update -

The approval of the DDA Boundary Expansion has been granted by City Council. The boundary starts at the city limit sign on Hwy 17 South and extends to the city limit sign on Hwy 17 North to include the city owned property on Royal Parkway (potential fairground site).

2. North Center Rental Status -

Paula Chamberlin advised that a Rental Agreement for the North Center has been created and approved by City Council. The fee for the Atrium space is \$550.00 plus a \$200.00 deposit. At this time, chairs and tables are not provided. It was suggested that in the future, enough chairs and tables can be purchased to accommodate the seating capacity of 250 and be included in the rental agreement. Jolene suggested that an Expo would be a good way to showcase the building.

3. Fairground Update -

A request to order a survey for Fairground site has been submitted to city manager.

4. J & a Property Update -

Tire Abatement Program forms are being completed to be submitted to GA DNR for proper disposal of the hundreds of tires located at the J&A property. It was discussed as to what the DDA would like to do as far as taking the next step with this property. J. McCollum mentioned the possibility of the property being donated to the DDA, no action was taken.

10. DATES TO REMEMBER

1. Dates to Remember -

Royal District Market - Every Saturday

October 31 - Trick or Treating in Downtown 9:30am

October 31 - Fall Festival in 1st Baptist Church Parking Lot

November 11 - Veteran's Day Parade at 10:00am and Ceremony at 11:11am

November 17 - Catfish Festival

November 24 - Small Business Saturday

December 6 or 13 - Christmas in Kingsland

11. NEW BUSINESS/ANNOUNCEMENTS

1. Prioritize Actions from Planning Meeting -

It was decided that all actions from the August Planning Meeting are a priority for 2018-2020.

12. ADJOURN